



(#) Log into GEOTRACES Data for Oceanic Research (DOoR) portal

<https://geotrases-portal.sedoo.fr/pi/>

Researchers must follow BOTH pathways  
(can be done concurrently)

(#) Generate and download:  
**Customized S&I report template**



Generate and download:  
**-Customized data template**  
**-Metadata template**



*NB. At this step, you will register your datasets, where each selected GEOTRACES parameter will be barcoded. It is important to make sure you select all your parameters before proceeding further.*

### INTERCALIBRATION<sup>(2)</sup>

### DATA SUBMISSION

Submit your completed report to S&I  
Through DOoR portal  
<https://geotrases-portal.sedoo.fr/pi/>

Submit completed data and metadata  
templates to GDAC\* by email  
[geotrases.dac@bodc.ac.uk](mailto:geotrases.dac@bodc.ac.uk)

Receive an e-mail from S&I committee  
about your data and answer any questions  
that need addressing

\*Note: American, Dutch, French and Chinese  
researchers should send the data to their National  
Data Centre instead of GDAC. The National Data  
Centres will then process and submit data to  
GDAC.

**Data  
Approved**

**More work needed**  
(in collaboration with  
S&I)

**Important! Chief scientists** must make sure that  
ancillary data is submitted to GDAC: these include  
at least temperature, salinity, nutrients and oxygen  
as they are essential to interpret the TEI data.

**DATA CAN BE SUBMITTED AT ANY TIME**  
EARLY SUBMISSION ENCOURAGED

**Data Approved**  
Receive approval  
notification email

Receive an e-mail from GDAC (and/or  
your National Data Centre) about your  
data and answer any questions that need  
addressing

Dataset  
unchanged

Dataset  
changed

**Data/metadata ingested into GDAC**  
Users can request data but these are only  
provided if the data originator gives permission

(Check the status of your data in the  
GEOTRACES DOoR)

Send **UPDATED**  
data to GDAC\*

**Data intercalibrated**

(Check the status of your data in the  
GEOTRACES DOoR)

### PERMISSION

For releasing your dataset  
in IDP2021 and contribute  
to this data product.

YES

NO

Data not in IDP, but  
stored at GDAC

## DATA PRESENT IN IDP2021

### LAST STEP!

Provide information about publications that use data in the IDP  
through the DOoR portal (step 6): <https://geotrases-portal.sedoo.fr/pi/>

<sup>1</sup>If you have a decent internet access on the ship, go on DOoR to get the information you need. Otherwise it's highly recommended to use the DOoR prior to the cruise to sort parameter names or download the parameter name file from the geotrases web site before leaving for the cruise.

<sup>2</sup>All key TEI data submitted for the IDP require intercalibration. All other TEI data (non-key TEIs) to be submitted for the IDP still need to demonstrate the method used for quality control, which ideally follows the same intercalibration procedures outlined for key TEIs.